



## DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND

2601A PAUL JONES STREET

GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 1700.3

CMC

06 Nov 08

### NSTC INSTRUCTION 1700.3

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND MARINE OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10K

Encl: (1) Sample Nomination Format

1. Purpose. To provide eligibility criteria and organizational responsibilities for the Naval Service Training Command (NSTC) Marine of the Year (MOY) program.

2. Discussion. The MOY program recognizes the one Marine who best represents the large number of dedicated professionals within the NSTC claimancy. Sustained superior performance, proven leadership, self-improvement, command and community involvement, self-expression, military bearing and appearance are all key facets of the best all around Marines. When reviewing candidates for selection as MOY, special considerations should be given to those Marines who have excelled in increasingly demanding and challenging assignments.

3. Eligibility. All enlisted Marine personnel, including those serving as Full Time Support (FTS), and all Marine personnel working outside the traditional Marine chain of command (i.e. joint commands, special warfare) within NSTC claimancy are eligible. The following personnel are ineligible to compete: A Marine serving on ADSW should be considered along with other personnel from his/her permanent reserve unit instead of the command to which assigned for temporary additional duty.

4. Action. Competition will occur during the period of 1 January to 1 March, covering the preceding calendar year (1 January to 31 December). Commands submitting nominations shall ensure packages are in the format specified in enclosure (1).

a. Commander, Naval Service Training Command (CNSTC) shall: Establish and convene the MOY selection board. The board will review packages, interview each candidate, rank the candidates and then make a recommendation to CNSTC for selection.

06 Nov 08

b. NSTC Command Master Chief (CMDCM) shall:

(1) Coordinate the NSTC MOY programs to be held at NSTC, Great Lakes.

(2) Designate and convene the NSTC MOY Selection Board as directed. Promulgate due date for nomination package submission, board convening date, pre-board screening, interview schedule, location and uniform requirements.

(3) Serve as Chairman for the MOY Board.

(4) Ensure Senior Enlisted Marine is a board member.

(5) Provide guidance and advice to MOY Selection Board members to ensure continuity.

(6) Forward the Selection Board recommendation to CNSTC, via the NSTC Chief of Staff for approval.

(7) Schedule and coordinate the NSTC MOY recognition week events and announcement banquet.

c. Commanding Officers/Officers in Charge/Program Managers shall:

(1) Select and nominate a MOY candidate in compliance with format provided in enclosure (1).

(2) Forward to the NSTC CMDCM, one nomination package consisting of (original and 10 copies); and a file copy of the complete package, including member's biography on a CD.

d. The NSTC Public Affairs Officer will provide media coverage on the NSTC MOY to the Great Lakes Bulletin and Fleet Hometown News system.

5. Recognition. The NSTC MOY will be recognized through the following:

a. Recognition during a formal ceremony announcing selection.

b. Commander, Naval Service Training Command shall present Navy and Marine Corps Achievement Medal, designating the Marine

06 Nov 08

as the NSTC MOY. (Award will be held in abeyance until results of the MOY competition is complete.)

- c. Engraved plaque.
  - d. Four day liberty pass.
  - e. Designated MOY parking space at the winning command.
  - f. Photo displayed on command quarterdeck.
  - g. News release to the Fleet Hometown News system and to the Great Lakes Bulletin.
6. Coordination. NSTC coordinator for the NSTC MOY program is the NSTC CMDCM.

  
C. S. SHARPE

Distribution: (NSTCINST 5216.1B)  
List 4

**NOMINATION FORMAT**

From: Commanding Officer, (Command/Unit)  
To: Commander, Naval Service Training Command (Attn: N00E)

Subj: NAVAL SERVICE TRAINING COMMAND 200\_ MARINE OF THE YEAR  
NOMINATION ICO (RATE, FIRST, MIDDLE, LAST, USMC)

Ref: (a) OPNAVINST 1700.10K  
(b) NSTCINST 1700.3

Encl: (1) Information to support nomination (include a copy of the last Fitness Report, Letters of Appreciation/ Marine of the Month/Quarter, etc.)  
(2) Biography (narrative format, starting with date and place of birth, schooling, military service, current assignment, personal awards and medals, and family, etc.) Maximum of two type written pages, double spaced.  
(3) OPNAV 1650/3, Personal Award Recommendation  
(4) Official promotion photo in the Service "C" uniform.

1. Per references (a) and (b), \_\_\_\_\_ is nominated as the 200\_ Naval Service Training Command Marine of the Year.

2. Full name, address and complete telephone number of nominating command.

3. The following information is provided:

a. Rate/Rank/Full Name/SSN (last 4):

b. Date of Birth:

c. Date enlisted in Marine Corps:

d. Advancement History (list dates):

(1) E-4:

(2) E-5:

(3) E-6:

(4) E-7:

Subj: NAVAL SERVICE TRAINING COMMAND 200\_ MARINE OF THE YEAR  
NOMINATION ICO (RATE, FIRST, MIDDLE, LAST, USMC)

e. Currently selected for advancement (If Yes, date to be Advanced):

f. Family members (list full names and dates of birth):

g. If previously selected as Marine of the Month/Quarter/Year, provide date(s) and command(s):

h. Brief synopsis of significant professional achievements that warrant selection (limit one typewritten page):

i. Personal awards (dates received):

j. Nominee's off-duty community involvement (during reporting period):

k. List educational background:

(1) Years of formal schooling/degree attained:

(2) Marine schools completed (dates):

(3) Other self-study educational achievements attained while on active duty; include correspondence courses, extension courses, United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTES) courses, Program for Afloat College Education (PACE) and any Navy-sponsored courses. (Provide completion date). Exclude training courses required for advancement.

4. Any other information to distinguish nominee from contemporaries.

Signature Block